
ePRES User Guide

*Version 1.1
February 2009*



Financial Management Division

NOTICES

- ❖ The information in this document is subject to change without notice.

TRADEMARKS

- ❖ Metastorm BPM and Internet Explorer are the trademarks (or property) of their respective owners.

DOCUMENT HISTORY

Version	Document Date	Change Summary
1.1	February 2009	Updated e-Work to Metastorm BPM, changed text for FAS100 form, and updated several screen shots

Table of Contents

1	Introduction.....	1
1.1	Definition of ePRES Users	1
1.2	FMD Contacts and Technical Assistance Information.....	2
2	Requesting Access to ePRES	3
2.1	Requesting Access to ePRES for First-Time Metastorm BPM Users.....	3
2.2	Requesting Access to ePRES for Established Metastorm BPM Users	4
2.3	Logging on to Metastorm BPM and Accessing ePRES	5
3	Initiating Payment Requests in ePRES	9
3.1	Accessing and Completing Payment Request Forms in ePRES	9
3.1.1	Adding Attachments to ePRES Treasury Payment Worksheets	14
3.1.2	Adding Comments to ePRES Treasury Payment Worksheets	15
3.2	Monitoring and Editing Payment Requests in ePRES	16
3.2.1	Reassigning Payment Requests to a Different Requestor in ePRES	19
3.2.2	Reassigning Payment Requests to a Different Approver in ePRES	20
4	Approver Payment Request Processing Options in ePRES	21
4.1	Accessing Payment Requests and Overview of the Approver Processing Window in ePRES	21
4.2	Approving Payment Requests in ePRES	24
4.3	Denying Payment Requests in ePRES	24
4.4	Returning Payment Requests to the Originator in ePRES	24
4.5	Reassigning Payment Requests to a Different Requestor or Approver in ePRES	25
5	Final Processing of Payment Requests in ePRES.....	27
5.1	Accessing and Processing Payment Requests in ePRES	27
5.2	Denying Payment Requests	30
5.3	Placing a Payment Request on Hold and Releasing the Hold	30
5.4	Releasing Payment Requests to the Treasury	30

6	Managing Payee Information in ePRES	31
6.1	Accessing the ePRES Payee Address Window for all Users	31
6.2	Requestor Access to the ePRES Payee Address Window Via the MRPBS100 or FAS100 Form.....	32
6.3	Working with the ePRES Payee Address Window	33
6.3.1	Adding Payee Address Information.....	33
6.3.2	Editing Payee Address Information	34
6.3.3	Adding Payee Account Information	36
6.3.4	Editing Payee Account Information.....	38
6.3.5	Adding Payee Bank Information	40
6.3.6	Editing Payee Bank Information.....	41
	Appendix A.....	43
	Table I. Acceptable characters for payment request transaction data.....	43
	Table II. Illegal characters for payment request transaction data.....	44

Chapter 1

Introduction

.....

T*his reference guide is intended to provide Requestors, Approvers, and Processors with information about using the electronic Payment Request System (ePRES) to initiate, approve, and finalize processing of payment requests. Several advantages of the ePRES system include:*

- *Same day transmittal of approved payment requests to the Treasury,*
- *Ability to monitor the progress of payment requests throughout the payment process, and*
- *Easy management of Payee information.*

The ePRES Users Guide provides detailed information about:

- *Requesting access to the ePRES application,*
- *Initiating payment requests,*
- *Approving payment requests,*
- *Final processing and transmittal of payments to the Treasury, and*
- *Managing Payee information.*


The following sections provide information about users of the ePRES application as well as contact information for APHIS Financial Management Division (FMD) representatives.

1.1 Definition of ePRES Users

Payment Requestor is generally an Administrative Support Assistant (ASA) who is located in the foreign country and responsible for initiating payment requests.

Payment Approver is generally a Foreign Service Officer (FSO) who is located in the foreign country and responsible for approving payment requests.

Payment Processor is an APHIS Financial Management Division (FMD) representative who is located in Minneapolis, MN and responsible for final processing of the payment request and transmitting the information to the Treasury.

 *If you have any questions about your user role assignment, please contact an FMD representative.*

1.2 FMD Contacts and Technical Assistance Information

FMD Contacts

Location	Contact	Email	Phone
Minneapolis	Julie Tripp	Julie.K.Tripp@aphis.usda.gov	612.336.3246
	Michelle Schmid	Michelle.L.Schmid@aphis.usda.gov	612.336.3244
	Laura Schultz	Laura.L.Schultz@aphis.usda.gov	612.336.3240

APHIS Technical Assistance

If you have problems establishing a connection to the APHIS network, please contact APHIS Technical Assistance Center (ATAC).

Contact	Email	US Toll-Free Phone	International Phone
ATAC	atac@aphis.usda.gov	877.944.8457	919.855.7888

FAS Technical Assistance

If you have problems establishing a connection to ePRES, please contact the FAS Helpdesk.

Contact	Email	Phone
FAS Helpdesk	FAS.Helpdesk@fas.usda.gov	202-720-6763

Chapter 2

Requesting Access to ePRES

.....

This chapter provides information about requesting access to the ePRES application. Users must have a Metastorm BPM user ID and password or establish a Metastorm BPM user account for access to ePRES. Once ePRES access has been approved, users can begin processing payments via the ePRES system.

2.1 Requesting Access to ePRES for First-Time Metastorm BPM Users

Prior to using the ePRES system, users must establish a Metastorm BPM user ID and password. If you are a first-time user of the Metastorm BPM applications system, you can establish a Metastorm BPM user account and request access to ePRES simultaneously.

For information about establishing a Metastorm BPM user ID and password, refer to the *APHIS Metastorm BPM Registration and Authorization Guide* located on the APHIS TechCenter Web site:

- APHIS users go to: **<http://techcenter.aphis.usda.gov/ework/>**
- FAS users go to: **<https://publicbpm.aphis.usda.gov/Metastorm/eForm>**

To access the guide, click on the Metastorm Application Registration Guide link located under the Metastorm BPM Resource Zone (see Figure 2-1). Follow new requestor instructions for establishing a Metastorm BPM user ID and password and access to the ePRES application.

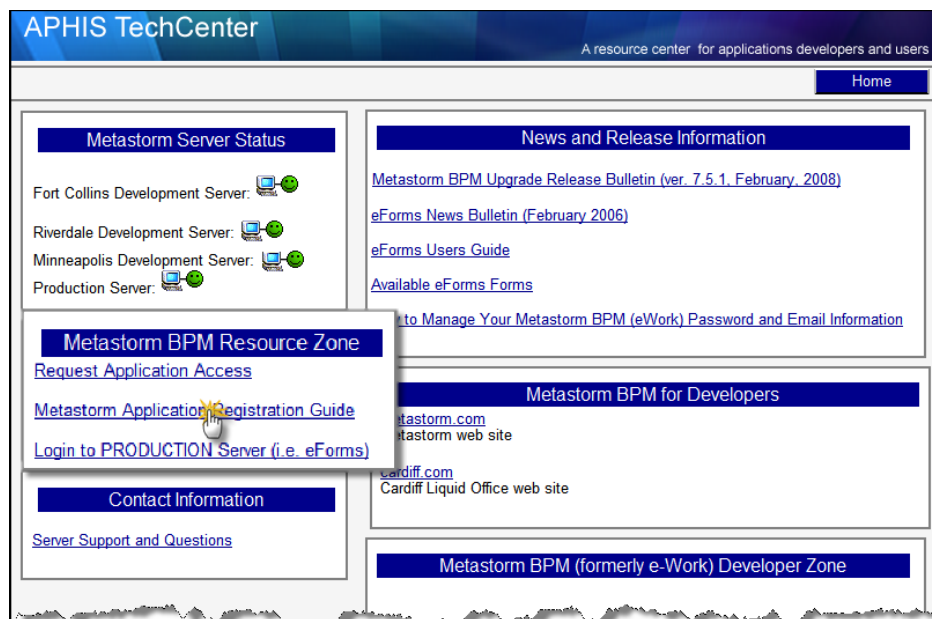


Figure 2-1: Metastorm Application Registration Guide Link on APHIS TechCenter Homepage

2.2 Requesting Access to ePRES for Established Metastorm BPM Users

If you have already established a Metastorm BPM user ID and password, you will have to register for access to the ePRES application via Metastorm BPM.

To Register for Access to ePRES

1. Using Internet Explorer, logon to the APHIS TechCenter Web site located at:
 - APHIS users go to: **<http://techcenter.aphis.usda.gov/ework/>**
 - FAS users go to: **<https://publicbpm.aphis.usda.gov/Metastorm/eForm>**
2. Click on the Request Application Access link located under the Metastorm BPM Resource Zone (see Figure 2-2).

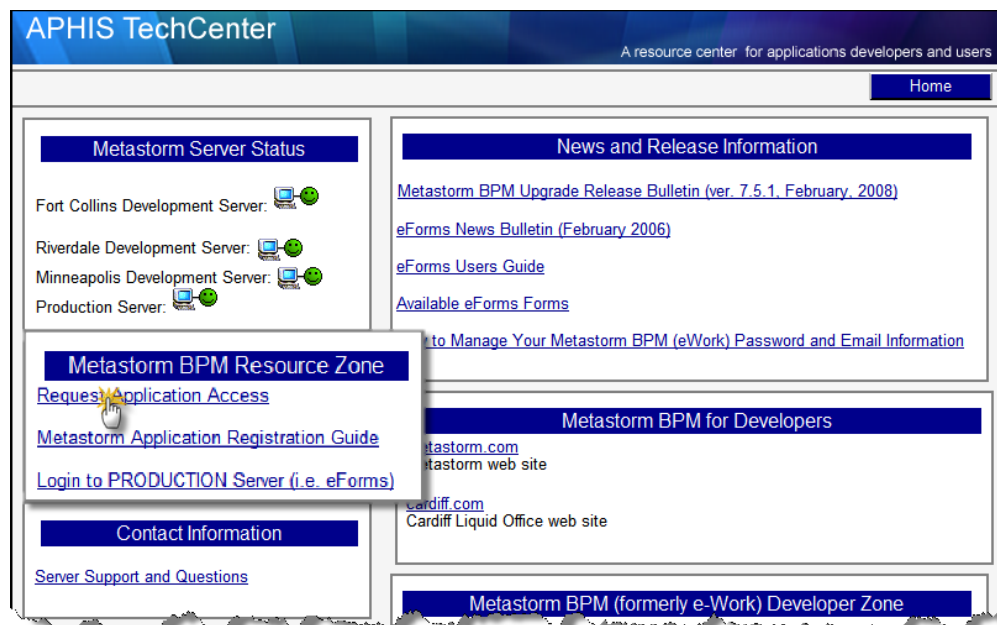


Figure 2-2: Request Application Access Link on APHIS TechCenter Homepage

3. When the Metastorm BPM Application Registration page opens, select the ePRES application from the dropdown menu (see Figure 2-3).
4. Select your relationship to APHIS from the dropdown menu.
5. Enter your Metastorm BPM user name.
6. Enter your full name, address, city, state, zip code, country, email address, and work telephone in the remaining required fields.

Metastorm BPM Application Registration

Please complete the contact information below. You will receive information via email regarding this access request..

Select application you are requesting access to

Indicate your relationship to APHIS

Please enter your existing M... BPM access and you are a... network login name. Otherw... login name.

Name

Email Address

Address

City

State

CVB100
FAS ePRES
ITD TRM Change Mgt
MRPBSTelework
WTK
eFABS
ePRES
ePrompt
eWork Account Mgmt

Figure 2-3: Metastorm BPM Application Registration Page

7. Submit your ePRES application access request by clicking on the green submit arrow in the lower right corner of the page.
8. You will immediately receive a Microsoft Explorer message box informing you that the web page you are viewing is trying to close the Window, and asking you if you want to close the window. Click yes.

You will receive an email from the Application Registrar once you have been approved for access to the ePRES application.

2.3 Logging on to Metastorm BPM and Accessing ePRES

After you receive confirmation of your ePRES approval, you are able to logon to the Metastorm BPM main page and access the system.

To logon and access ePRES

1. Using Internet Explorer, access Metastorm BPM:
 - APHIS users go to: **<http://bpm.aphis.usda.gov:81/Metastorm/>**
 - FAS users go to: **<https://publicbpm.aphis.usda.gov/MetaStorm/>**

2. When the Metastorm BPM login window opens, enter your Metastorm BPM user name and password and click on the green submit arrow (see Figure 2-4).

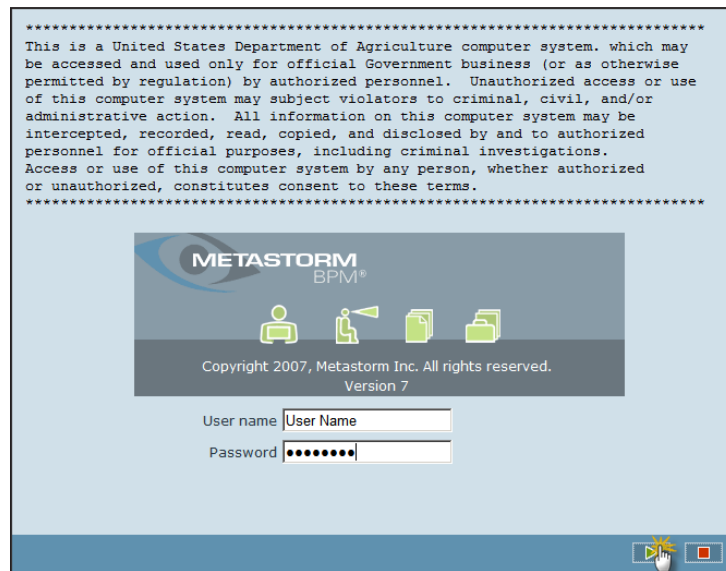


Figure 2-4: Metastorm BPM Login Dialog Box

3. The Metastorm BPM main page opens.

You now have access to the ePRES system and can begin processing payment requests. Although specific capabilities of ePRES are dependent upon user role assignments, navigational and workflow features of Metastorm BPM are consistent among all roles. Refer to Figure 2-5 for an overview of the navigation and workflow environment in Metastorm BPM.

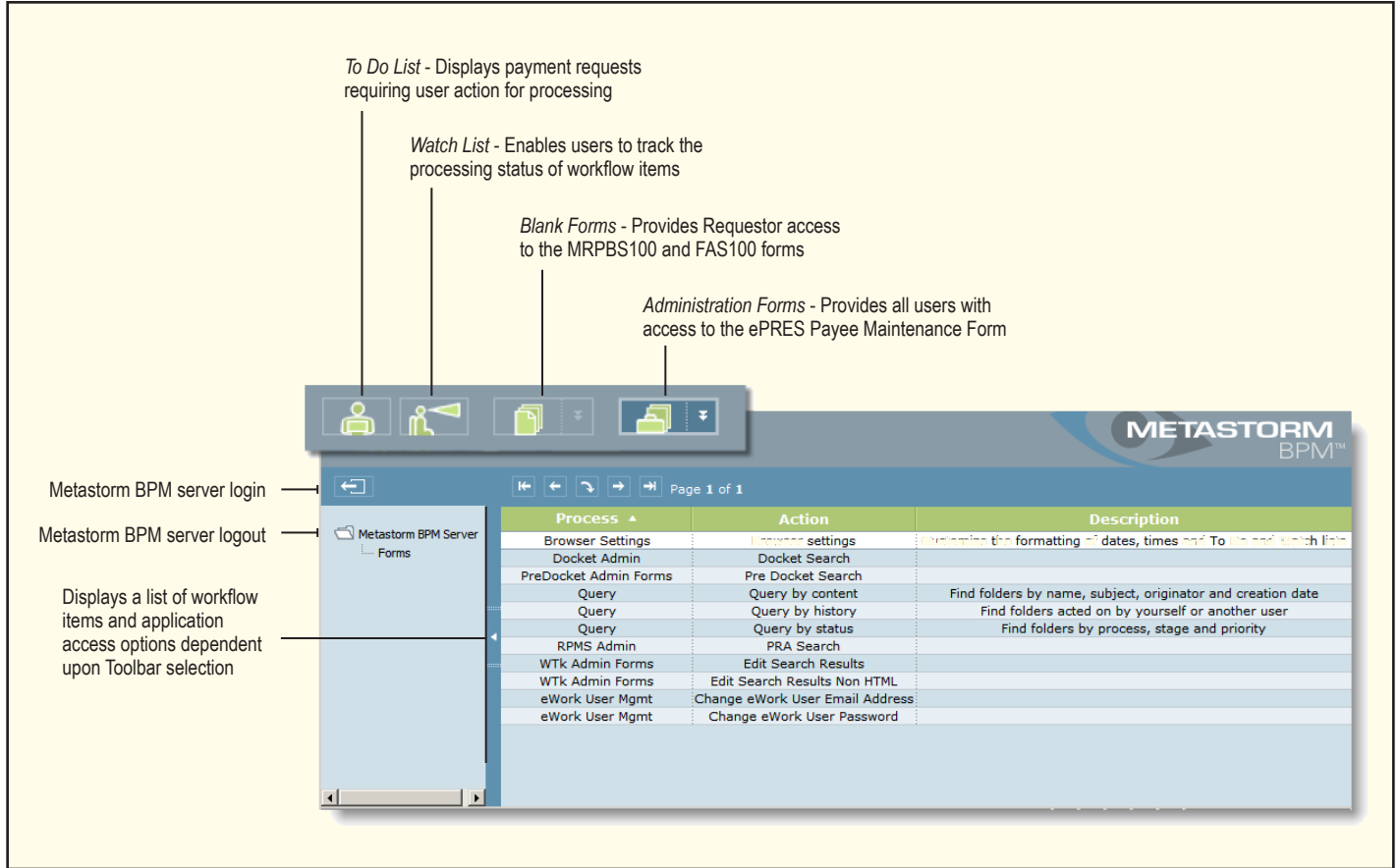


Figure 2-5: Metastorm BPM User Interface

The following chapters provide detailed information about individual user role capabilities in ePRES.

➤ This page is intentionally blank.


Chapter 3

Initiating Payment Requests in ePRES

In the ePRES system, payment requests are accessed via the Blank Forms list on the Metastorm BPM main page. APHIS employees complete the MRPBS100 payment request form, and FAS employees complete the FAS100 payment request form. Once the payment request form is submitted for approval, Requestors can monitor the progress of the request via the Metastorm BPM Watch List. In addition, Requestors can easily edit payment requests returned for correction using the To Do List. This chapter provides detailed information about:

- Accessing and completing payment request forms (MRPBS100 or FAS100)
- Monitoring the progress of payment requests
- Editing returned payment requests

3.1 Accessing and Completing Payment Request Forms in ePRES

 If you are a first-time Requestor, you cannot complete the payment request form until you have entered payee information into the system. Refer to Chapter 6 for information about adding payee address, payee account, and bank information in ePRES.

1. Once you have logged into Metastorm BPM, click on MRPBS100 or FAS100 under Blank Forms (see Figure 3-1). Refer to Chapter 2 for instructions about logging into Metastorm BPM.

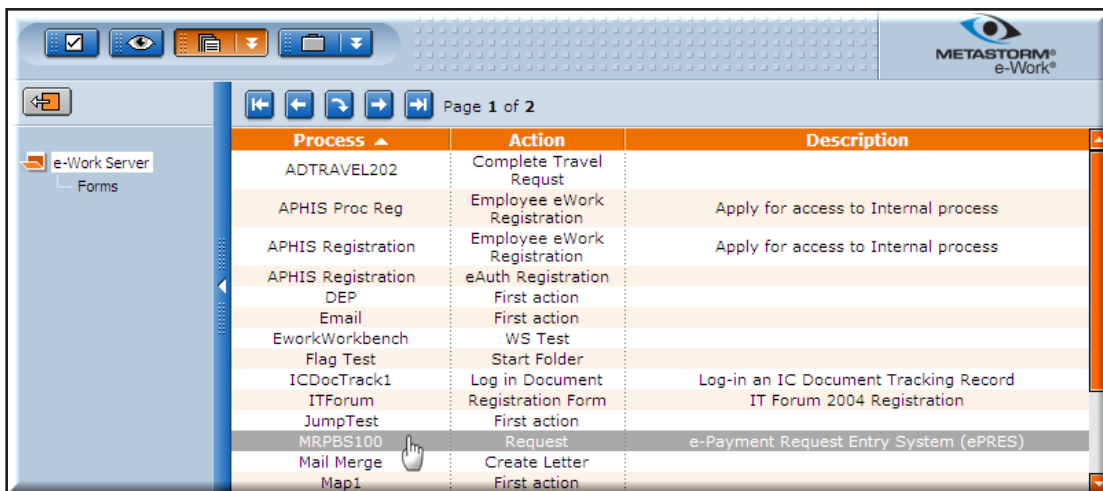


Figure 3-1: Metastorm BPM Applications Main Page Showing Payment Request Form

- When the *ePRES Treasury Payment Worksheet* opens, select payment method by clicking on the appropriate radio dial option for Draft or Wire (see Figure 3-2).



 When you select the Wire option, blank data fields appear for the bank payment information and automatically pre-fill once you select the payee (refer to Figure 3-2).

Figure 3-2: ePRES Treasury Payment Worksheet

- Select the appropriate processing option from the dropdown menu. You have two processing choices:
 - Standard PMT – Foreign Currency – a payment in foreign currency
 - Convert US to Foreign Currency – a payment converted from US dollars to foreign currency

 Not all countries can receive both types of payments. Please check with an FMD Minneapolis representative to verify what payment type is available in your country's currency.

- Select country from the dropdown menu. When you select country, the office site address and currency type cells automatically pre-fill.
- Click on Lookup Payee to open the payee selection page (see Figure 3-3). You can locate payee information by typing an individual's first or last name in the Search For cell and clicking on the Last Name Search button. In addition, you can scroll through the names using the navigation arrows located at the top of the list.

APHIS ePayment Request Entry System
Treasury Payment Worksheet

Reference Nbr
Ofc Site Address
AMERICAN CONSULATE

T-Payment Nr: T-Pmt00259
Payment Method: ☐ Draft ☒ Wire
Process Option: Standard Pmt - Foreign Currency
Country: Mexico
Peso

Find Payee
Search For: Last Name Search Cancel Edit Payees

Click to select payee

Page 1 of 7


Name	Address	Address 2	Country
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
AQUACOOLER	ADDRESS	SOUTH AFRICA	SF
ARBOREA BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARNULFO CASTRO	ADDRESS	MEXICO	MX
ARNULFO PEREZ	ADDRESS1	MEXICO	MX
AUTO COUNTRY	ADDRESS1	MEXICO	MX
AUTO WORLD	ADDRESS1	MEXICO	MX
AUTO ZONE	ADDRESS	MEXICO	MX
AUTOMOVILES	ADDRESS	MEXICO	MX
AUTOS REYNOSA	ADDRESS	MEXICO	MX
BRAULIO TOREZ	ADDRESS	MEXICO	MX
BROOK BABYLONIA	ADDRESS	MEXICO	MX
BYMISA	ADDRESS	MEXICO	MX
CANDIDO LOPEZ	ADDRESS	MEXICO	MX

Figure 3-3: ePRES Payee Selection Page

- Once you have located the correct payee, click once on the name and the *ePRES Treasury Payment Worksheet* will automatically pre-fill with the payee information.

☛ Prior to completing the Payment Reference and Detail Accounting Information sections, refer to Appendix A for information about character restrictions in data entry. Character restrictions are based on limitations of wire transfer communication systems. Essentially, any invalid characters or string of characters will send the payment request to repair. You must remove the invalid character or string of characters for successful processing of your payment request.

- Complete the Payment Reference cell. This information is specific to the payment reference supplied to the payee who uses it as a cross-reference upon receipt of the payment.
- Enter the payment total into the PMT Total cell.
- The Detail Accounting Information section requires the following data for each line item:
 - BFY – budget fiscal year in two-digit form (e.g., 04, 05, 06)
 - Program Code – for APHIS, enter a nine-digit numeric or alphanumeric value that specifies what account should be charged with the expenditure; for FAS, enter a 15- or 19-digit value that specifies what fund cite should be charged with the expenditure

- Object Code – a four-digit numeric budget object code that is used to identify spending by classifying the object into government-defined categories (i.e., supplies, travel, salary, services, etc.)
 - Amount – line expense amount
 - Description – a statement describing the specific items associated with the budget object code (i.e., books, copying service, etc.) that is entered into the financial system and appears on the accounting reports
10. When you have completed entering a row of data, click the Insert key to add an additional row of information on the *ePRES Treasury Payment Worksheet*. You can insert as many rows of data as are necessary for the payment request.
-  To delete a row of information, click once on any cell in the row, hold down the Control <Ctrl> key and press the Delete key to remove the information from the list.
11. Once you have completed the Detail Accounting Information section, add any necessary comments under Requestor Remarks, select the appropriate Approver from the approver dropdown menu list, and select the Date Prepared from the popup calendar (see Figure 3-4).

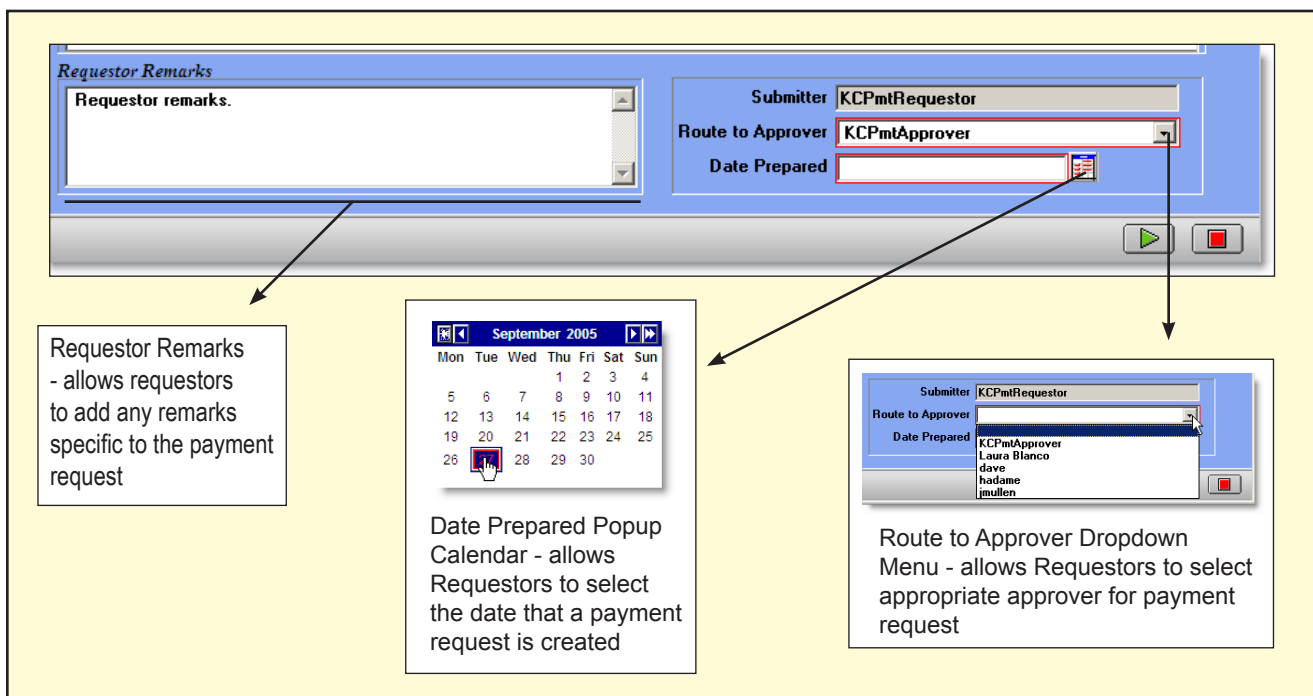



Figure 3-4: Detail of Final Sections of ePRES Treasury Payment Worksheet

12. Click once on the green submit arrow located at the bottom of the page.

 If you have entered a payment amount that does not match the Calculated Total Amt, you will receive a Microsoft error message informing you that the amount entered must match the system-calculated amount. Verify the payment amount entered and make any necessary corrections to the payment worksheet. Click on the green submit arrow.

13. The complete *ePRES Treasury Payment Worksheet* opens (see Figure 3-5). You have four processing options located at the bottom of the window:

- Edit Request – allows you to return to the original worksheet and make any necessary changes to the payment request
- Submit for Approval – allows you to submit the final worksheet for approval
- Add Attachment – allows you to add any electronic documentation required for the payment
- Add Comment – allows you to add any additional comments required for payment approval

Figure 3-5: Complete ePRES Treasury Payment Worksheet

- If you determine the payment request requires any changes to the information, click Edit Request to open the editable worksheet and make necessary corrections. Click the green submit arrow.
- Prior to submitting the payment request for approval, use the Add Attachment and Add Comment options to attach necessary documentation and comments to the payment worksheet. Refer to the following sections for information about adding attachments and comments to the payment request.
- Once you complete the ePRES Treasury Payment Worksheet, click Submit for Approval.

3.1.1 Adding Attachments to ePRES Treasury Payment Worksheets

To add an attachment

1. Click once on the Add Attachment option to open the attachment page (see Figure 3-6).

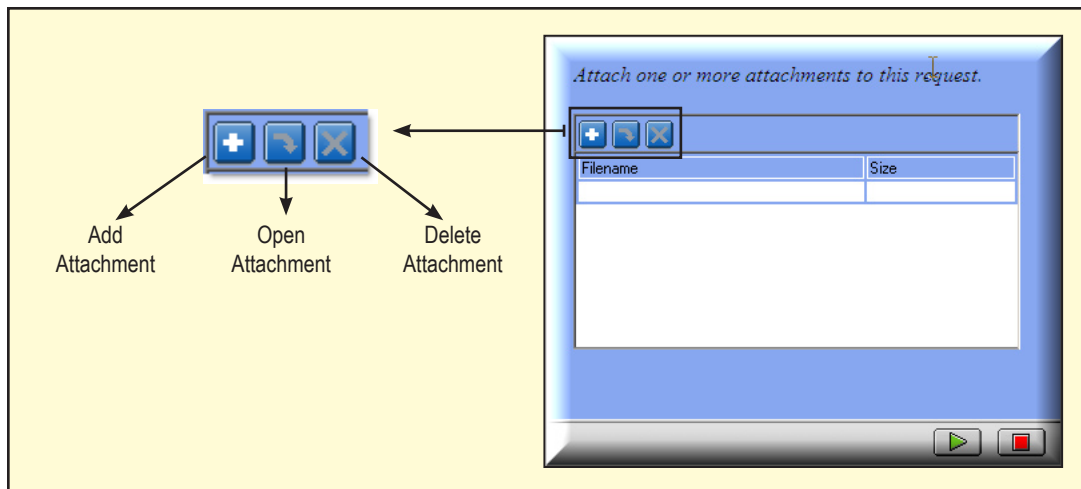


Figure 3-6: ePRES Treasury Payment Worksheet Add Attachment Window Showing Toolbar Options

2. Click on the plus sign to open the browse window and click once on browse.
3. When the Choose File window opens, navigate to the folder containing the attachment on your hard drive, click once on the attachment to select it, and click open (see Figure 3-7).

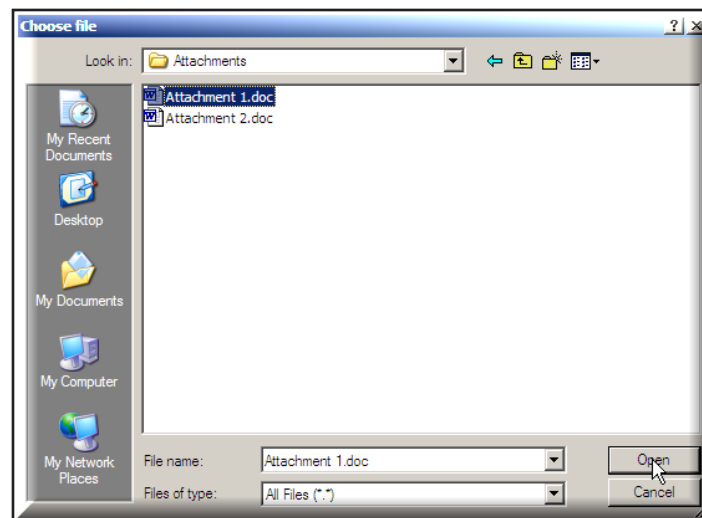


Figure 3-7: Choose File Window Showing Attachment File on Hard Drive

- When the browse window appears with the file name showing, click on the green submit arrow to attach the file (see Figure 3-8).

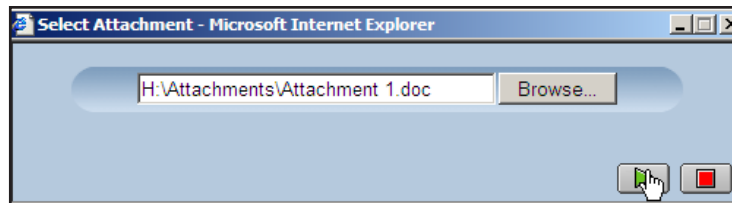


Figure 3-8: Browse Window Showing Attachment File

- The attachment page shows the attached file. To add more attachments, simply click on the plus sign and follow the previous steps.
- To delete any attachments, select the document and click on the delete button located on the attachment page (refer to Figure 3-6).

3.1.2 Adding Comments to ePRES Treasury Payment Worksheets

To add a comment

- Click once on Add Comment to open the comment page (see Figure 3-9).

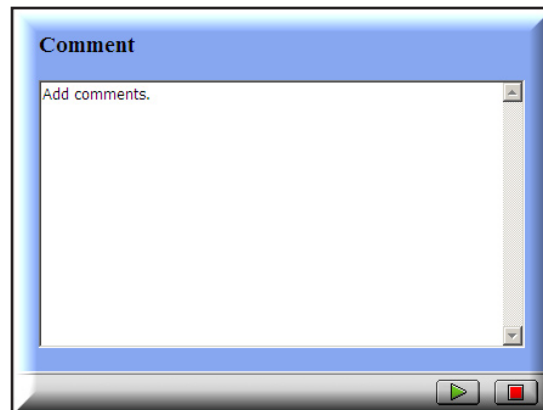


Figure 3-9: ePRES Treasury Payment Worksheet Add Comment Window

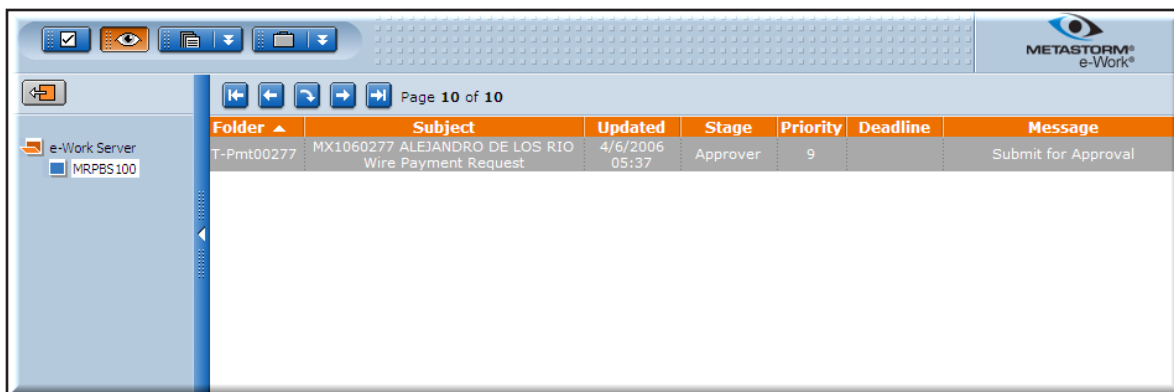
- Type appropriate notes in the comment box and click on the green submit arrow to attach the comments to the payment request.
- Once you have completed the request, click on Submit for Approval to send the payment request to the Approver.

The following section discusses monitoring the progress of payment requests and editing returned payment requests in ePRES.

3.2 Monitoring and Editing Payment Requests in ePRES

The ePRES system allows you to monitor the progress of your payment request using the Watch List.

When the payment request is in the process of being verified for its accuracy and completeness by the Approver, the stage column shows Approver and the message states Submit for Approval (see Figure 3-10).



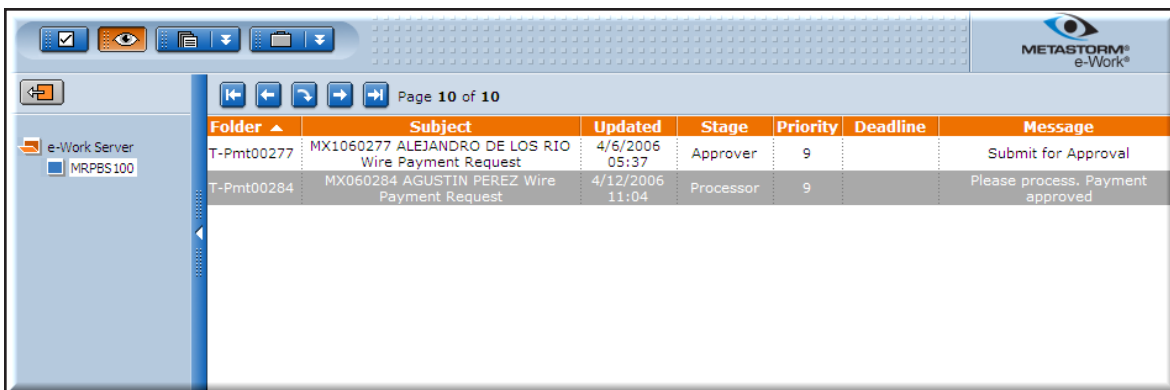
The screenshot shows the Metastorm e-Work interface. On the left is a sidebar with 'e-Work Server' and 'MRPBS100'. The main area displays a table with the following data:

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00277	MX1060277 ALEJANDRO DE LOS RIO Wire Payment Request	4/6/2006 05:37	Approver	9		Submit for Approval

Figure 3-10: Metastorm BPM Watch List Showing Submit for Approval Status

 If the Approver denies the payment request, the Requestor receives an email stating the request has been denied and the payment request is automatically removed from the ePRES system.

Once the approval process is complete, the Watch List will indicate the payment request is being processed. The stage column shows Processor and the message states Please process. Payment Approved (see Figure 3-11).



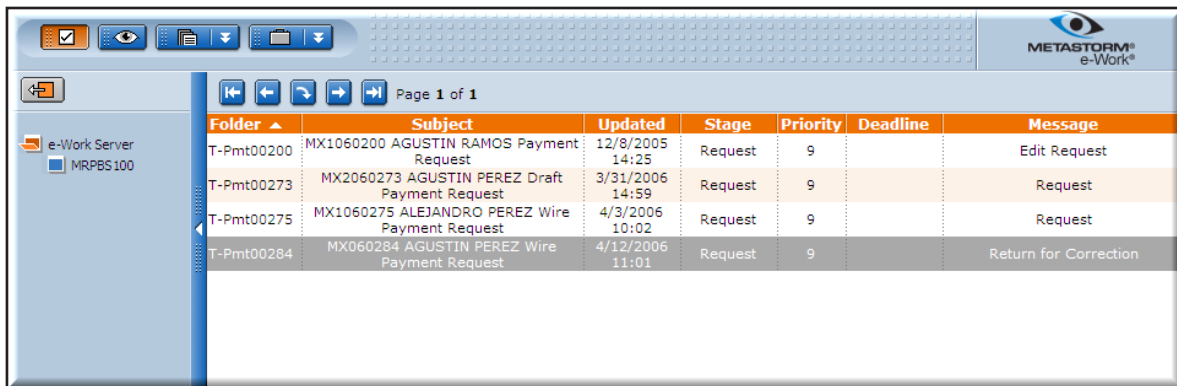
The screenshot shows the Metastorm e-Work interface with two entries in the Watch List table:

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00277	MX1060277 ALEJANDRO DE LOS RIO Wire Payment Request	4/6/2006 05:37	Approver	9		Submit for Approval
T-Pmt00284	MX060284 AGUSTIN PEREZ Wire Payment Request	4/12/2006 11:04	Processor	9		Please process. Payment approved

Figure 3-11: Metastorm BPM Watch List Showing Approved Payment Request

When the payment request has been processed and submitted to the Treasury for payment, the Watch List indicates that the payment request process is complete. The stage column shows Reconcile and the Message column states File Sent or Transmission and FFIS.

If a payment request is returned to you for correction or additional information, you will receive an email informing you about the returned payment request. The payment request will appear on your To Do List and the message column states Return for Correction (see Figure 3-12).




The screenshot shows the Metastorm BPM To Do List interface. It features a sidebar on the left with 'e-Work Server' and 'MRPBS100'. The main area displays a table with columns: Folder, Subject, Updated, Stage, Priority, Deadline, and Message. The table contains four rows of payment requests. The last row, 'T-Pmt00284', is highlighted in grey and has a message 'Return for Correction'.

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00200	MX1060200 AGUSTIN RAMOS Payment Request	12/8/2005 14:25	Request	9		Edit Request
T-Pmt00273	MX2060273 AGUSTIN PEREZ Draft Payment Request	3/31/2006 14:59	Request	9		Request
T-Pmt00275	MX1060275 ALEJANDRO PEREZ Wire Payment Request	4/3/2006 10:02	Request	9		Request
T-Pmt00284	MX060284 AGUSTIN PEREZ Wire Payment Request	4/12/2006 11:01	Request	9		Return for Correction

Figure 3-12: Metastorm BPM To Do List Showing Returned Payment Request

To access the returned payment request

1. Click once on the payment request in the To Do List to open the payment request processing window. The Comments tab is automatically preselected allowing you to view instructions from the Approver for updating the request (see Figure 3-13).
2. In addition to viewing comments, tabs at the top of the window enable you to view the payment request and attachments (see Figure 3-14).

 *These tabs only allow you to view these pages; you must use the options at the bottom of the window to make any necessary corrections to the payment request.*

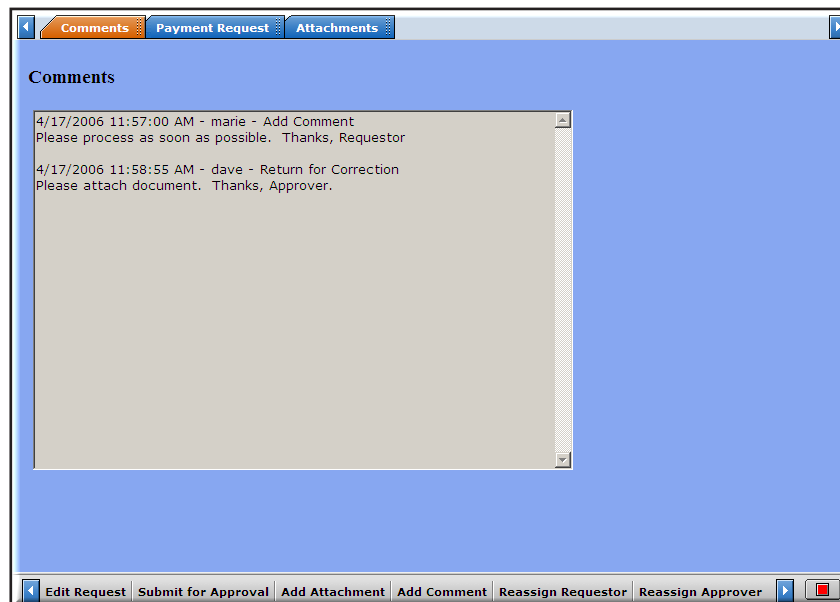


Figure 3-13: ePRES Returned Payment Request Processing Window

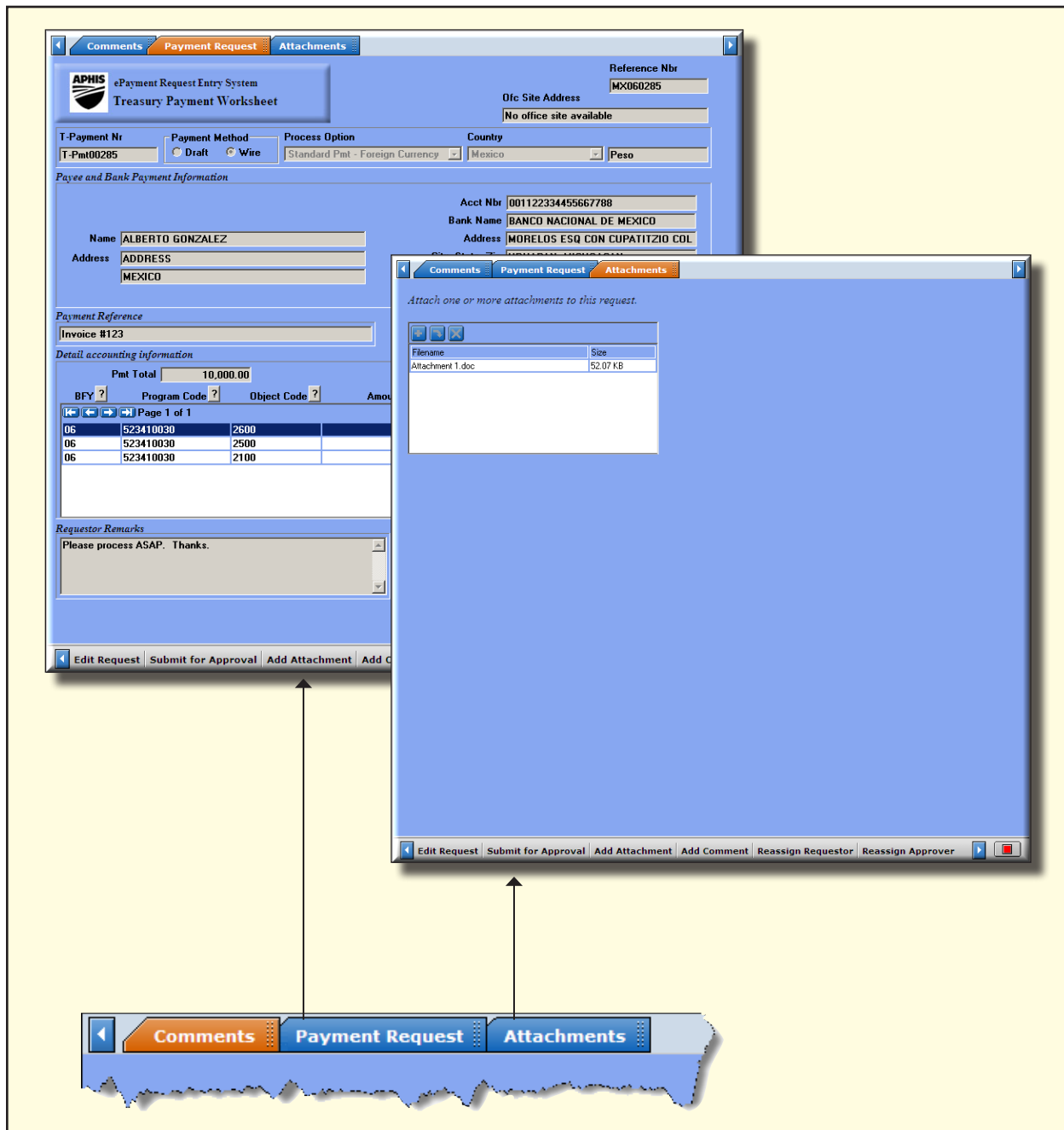



Figure 3-14: Tab Options and Window Views Available to Requestors from the Payment Request Processing Window

3. Six payment request processing options are located at the bottom of the window (see Figure 3-15).

 Refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to your payment request.

4. If the original payment worksheet requires any changes, click Edit Request to open the editable *ePRES Treasury Payment Worksheet*.

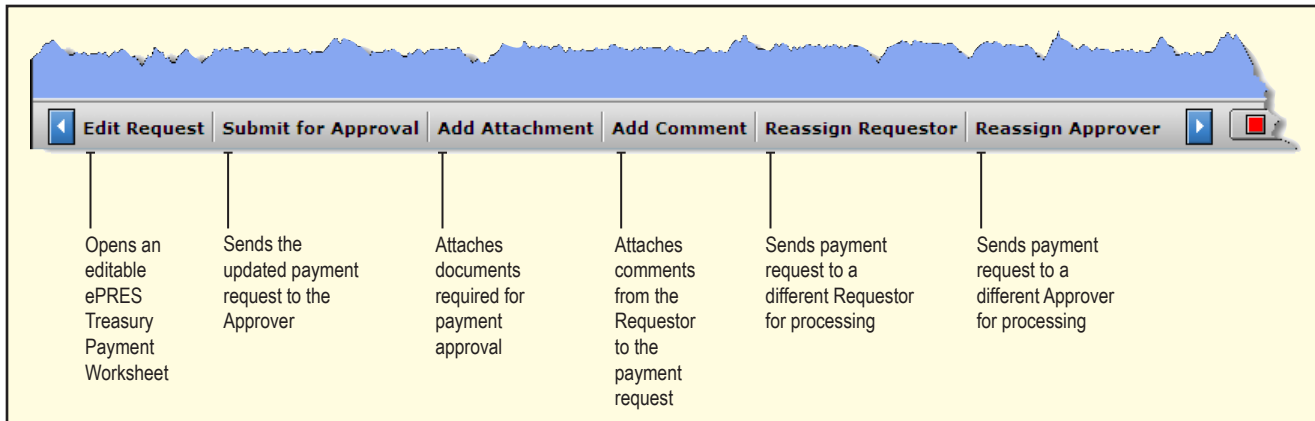


Figure 3-15: Processing Options Located at the Bottom of the Requestor Payment Request Processing Window

5. Make necessary changes to the payment request and click on the green submit arrow to return to the payment request processing window.
6. Click on Submit for Approval to send it to the Approver.
7. Once the payment request process is complete, the Watch List will indicate the file has been sent to a Processor for release of the payment to the Treasury.

Refer to the following sections if you want to reassign the payment request to a different Requestor or Approver.

3.2.1 Reassigning Payment Requests to a Different Requestor in ePRES

To reassign the payment request to a different Requestor

1. Click Reassign Requestor at the bottom of the payment request processing window (refer to Figure 3-15).
2. When the Reassign Requestor window opens, select the new Requestor from the dropdown menu (see Figure 3-16).
3. Once you click the green submit arrow, a window showing the payment request opens. Click the red cancel square to close the window.
4. The payment request is sent to the new Requestor.

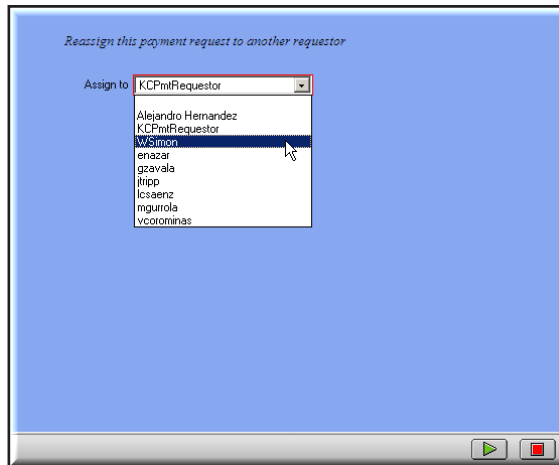


Figure 3-16: Reassign Requestor Window Showing Dropdown List of Requestor Names

3.2.2 Reassigning Payment Requests to a Different Approver in ePRES

To reassign the payment request to a different Approver

1. Click Reassign Approver at the bottom of the payment request processing window.
2. When the Reassign Approver window opens, select the new Approver from the dropdown menu (see Figure 3-17). Click the green submit arrow.

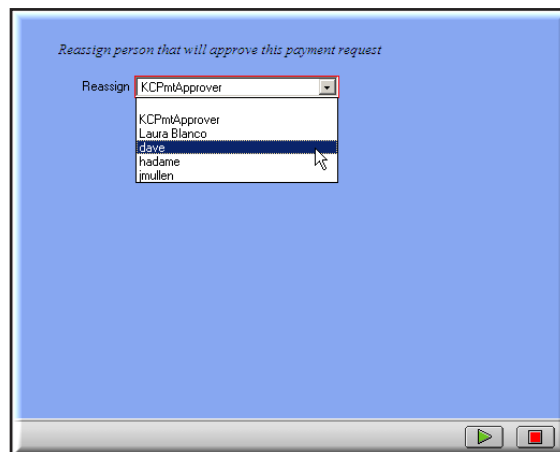


Figure 3-17: Reassign Approver Window Showing Dropdown List of Approver Names

3. When you return to the payment request processing window, click Submit for Approval to send the payment request to the new Approver.
4. The payment request is sent to the newly assigned Approver.

Chapter 4

Approver Payment Request Processing Options in ePRES

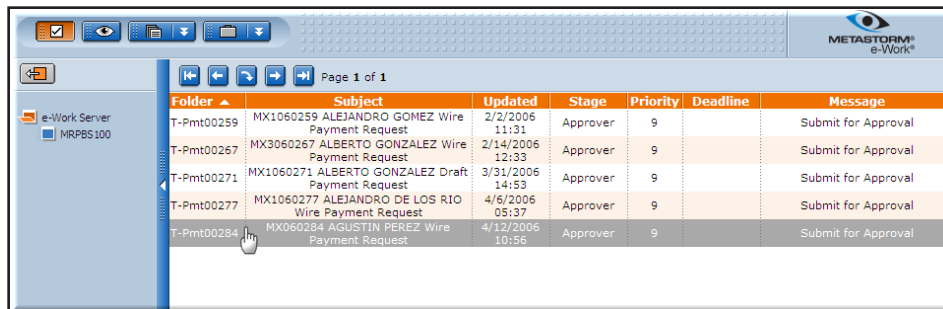
The payment request approval process is managed by Payment Approvers in the ePRES system. Approvers access the payment request via their To Do List on the Metastorm BPM main page. Although Approvers cannot alter the MRPBS100 or FAS100 forms, they have the ability to verify the accuracy of the request, review all attachments required for the payment, return incomplete payment requests to Requestors for additional information, and deny payment requests.

In addition, the Approver can reassign payment requests to different Requestors and Approvers. Once the approval process is complete, the payment request is submitted to the Payment Processor who releases the request to the Treasury for payment. This chapter provides detailed information about:

- Accessing and approving completed MRPBS100 or FAS100 forms
- Denying payment requests
- Returning incomplete payment requests
- Reassigning payment requests to different Requestors and Approvers

4.1 Accessing Payment Requests and Overview of the Approver Processing Window in ePRES

1. Once you have logged into Metastorm BPM, click on your To Do List to access the ePRES Treasury Payment request (see Figure 4-1). Refer to Chapter 2 for instructions about logging into Metastorm BPM.



The screenshot shows the 'Approver To Do List' window in the ePRES system. It features a table with columns for Folder, Subject, Updated, Stage, Priority, Deadline, and Message. The table lists several payment requests, including those from ALEJANDRO GOMEZ, ALBERTO GONZALEZ, and ALEJANDRO DE LOS RIOS. The 'Updated' column shows dates ranging from 2/2/2006 to 4/12/2006. The 'Stage' column indicates the current status of each request, such as 'Approver' or 'Submit for Approval'. The 'Priority' column shows a value of 9 for all listed requests. The 'Deadline' column is empty for all requests. The 'Message' column provides a brief description of the request, such as 'Submit for Approval'.

Folder	Subject	Updated	Stage	Priority	Deadline	Message
T-Pmt00259	MX1060259 ALEJANDRO GOMEZ Wire Payment Request	2/2/2006 11:31	Approver	9		Submit for Approval
T-Pmt00267	MX3060267 ALBERTO GONZALEZ Wire Payment Request	2/14/2006 12:33	Approver	9		Submit for Approval
T-Pmt00271	MX1060271 ALBERTO GONZALEZ Draft Payment Request	3/31/2006 14:53	Approver	9		Submit for Approval
T-Pmt00277	MX1060277 ALEJANDRO DE LOS RIOS Wire Payment Request	4/6/2006 05:37	Approver	9		Submit for Approval
T-Pmt00284	MX060284 AGUSTIN PEREZ Wire Payment Request	4/12/2006 10:56	Approver	9		Submit for Approval

Figure 4-1: Approver To Do List Showing Newly Submitted Payment Request

2. Click once on the ePRES Treasury Payment request to open the processing window.

- When the processing window opens, the Comments tab at the top of the window is automatically selected (see Figure 4-2). This allows you to read any comments from the Requestor.

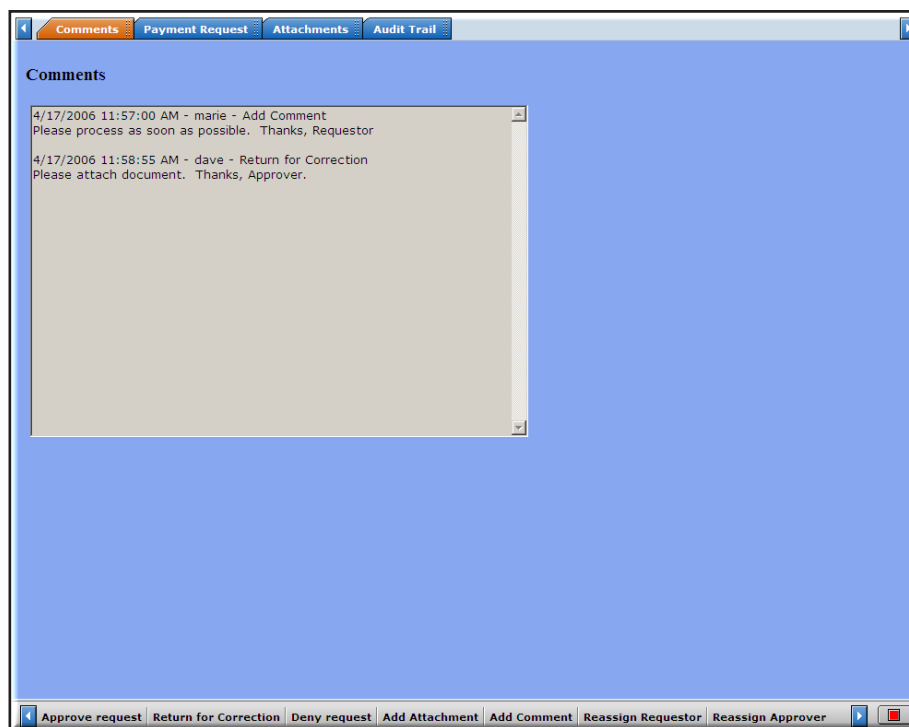


Figure 4-2: Approver Payment Request Processing Window Showing Comments Tab

- Three additional tabs located at the top of the processing window allow you to view the payment request, view and download any attachments, and view the audit trail associated with the request (see Figure 4-3).
- Seven payment request processing options are located at the bottom of the window (see Figure 4-4).

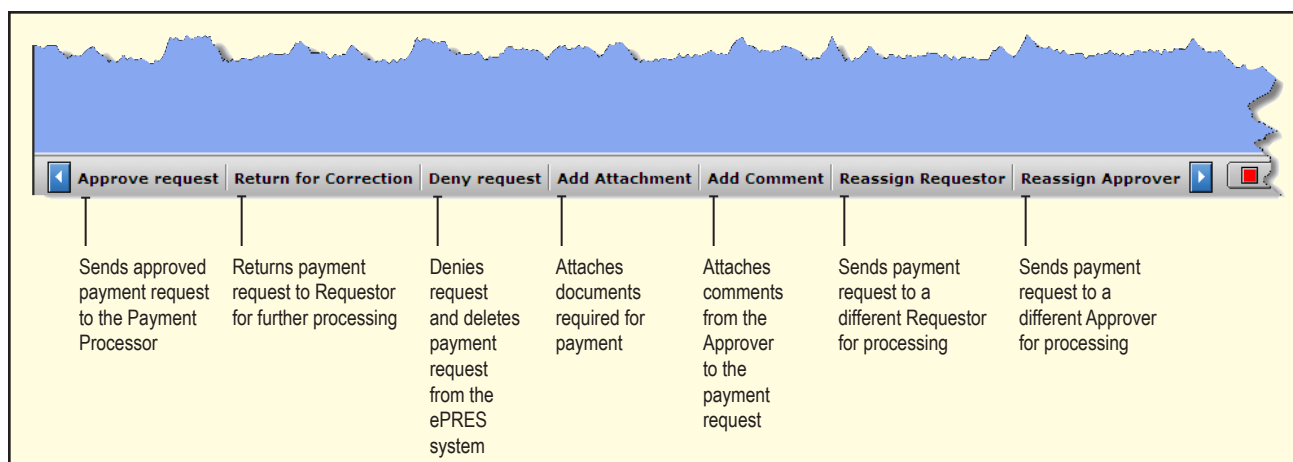


Figure 4-4: Processing Options Located at the Bottom of the Approver Payment Request Processing Window

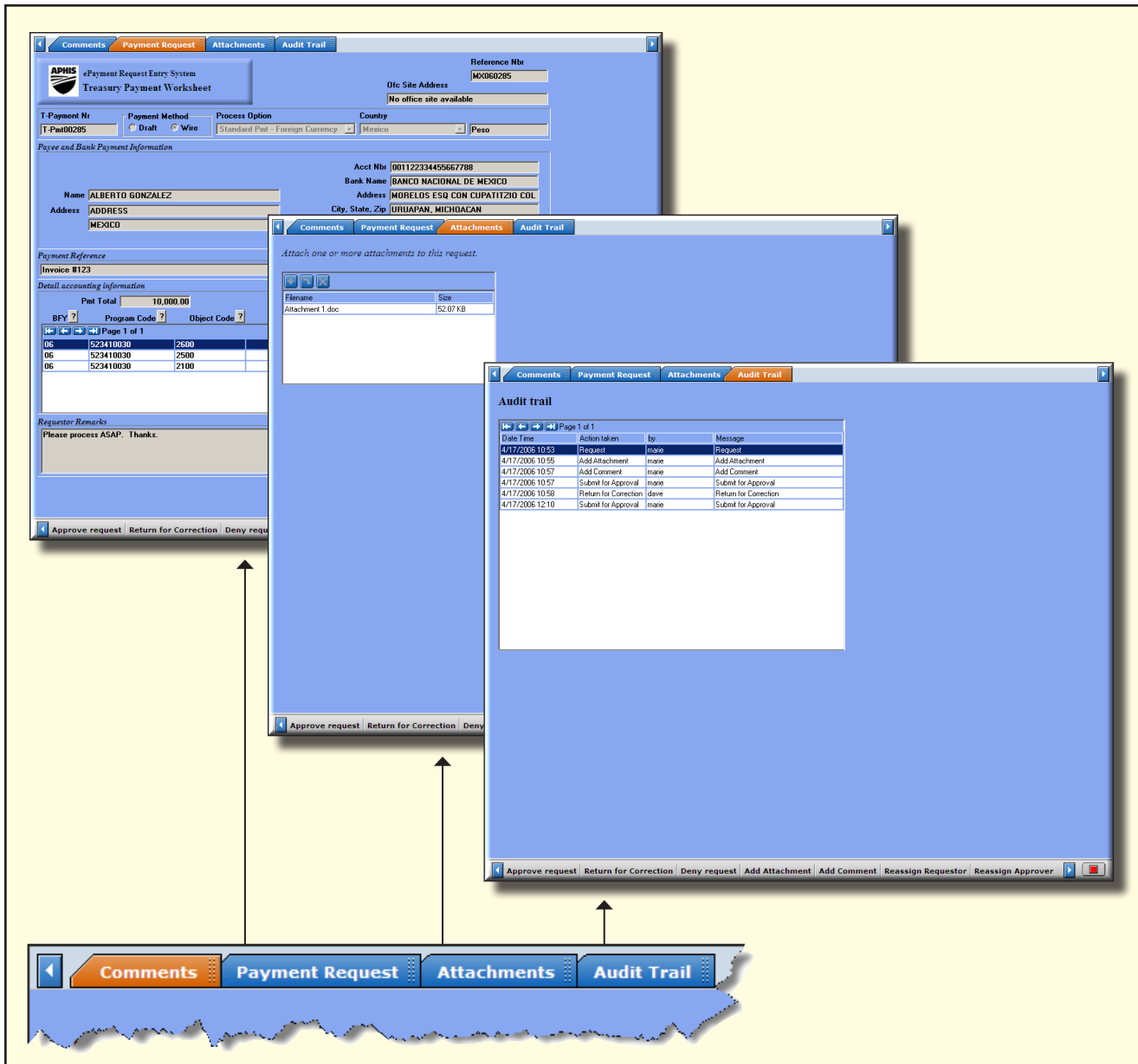



Figure 4-3: Tab Options and Window Views Available to Approvers from the Payment Request Processing Window

The following sections provide information about using the Approve Request, Return for Correction, Deny Request, Reassign Requestor, and Reassign Approver processing options.

 Refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to your payment request.

4.2 Approving Payment Requests in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request Tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. Once you have completely reviewed the request and determined it is in good order, click Approve Request.
4. The payment request is sent to the Payments Processor.

4.3 Denying Payment Requests in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. If you determine the payment request is improper and should not be submitted to the Payments Processor, click Deny Request.
4. When you deny a payment request, the ePRES system automatically removes the request from the system and sends an email to the Requestor stating the request has been denied.

4.4 Returning Payment Requests to the Originator in ePRES

1. After you have accessed the *ePRES Treasury Payment Worksheet* from your To Do List, read any comments from the Requestor and click on the Payment Request tab to view and verify the accuracy of the information provided on the request.
2. Click on the Attachments tab to view and verify the accuracy of all documentation associated with the payment request.
3. If you determine the payment request requires additional information from the Requestor, click Return for Correction.
4. When the comment window opens, add necessary comments for the Requestor and click on the green submit arrow (see Figure 4-5).
5. The payment request is returned to the Requestor for further processing.

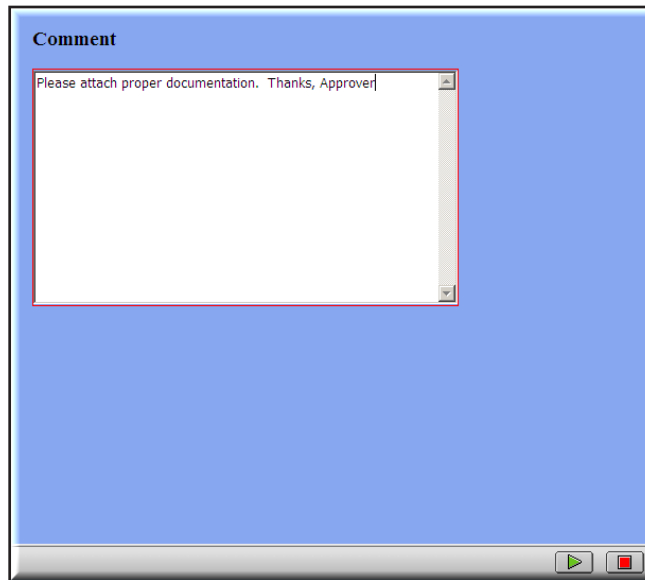


Figure 4-5: Comment Window for Approver Instructions When Returning a Payment Request for Correction

4.5 Reassigning Payment Requests to a Different Requestor or Approver in ePRES

If the original Requestor is unavailable or the Approver is unable to review the payment request, the ePRES system allows assigned Approvers to reassign payment requests to different Requestors and Approvers.

To reassign a payment request to a different Requestor

1. Click Reassign Requestor at the bottom of the processing window (refer to Figure 4-4).
2. When the Reassign Requestor window opens, select the new Requestor from the dropdown menu (see Figure 4-5).

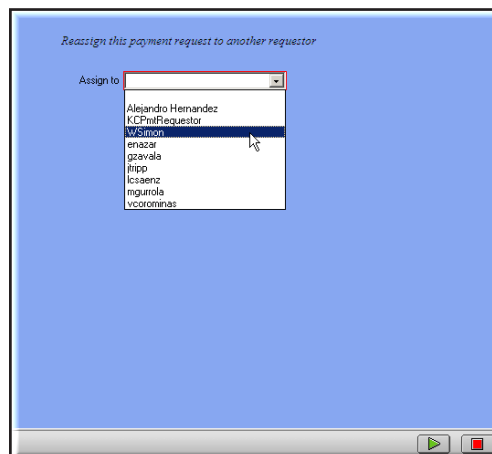


Figure 4-5: Reassign Requestor Window Showing Dropdown Menu List of Requestor Names

3. Click on the green submit arrow to return to the *ePRES Treasury Payment Worksheet* processing window.
4. Click Return for Correction to send the payment request to the new Requestor.

To reassign a payment request to a different Approver

1. Click Reassign Approver at the bottom of the processing window (refer to Figure 4-4).
2. When the Reassign Approver window opens, select the new Approver from the dropdown menu (see Figure 4-6).

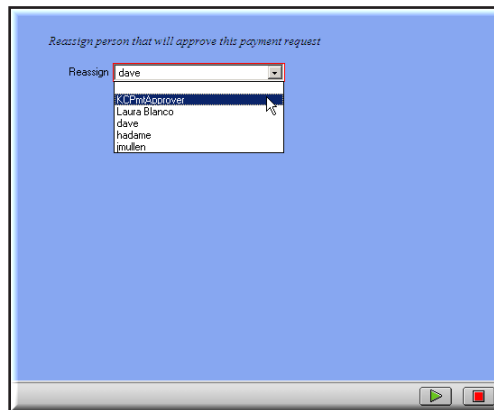


Figure 4-6: Reassign Approver Window Showing Dropdown Menu List of Approver Names

3. Click on the green submit arrow.
4. When the attachment tab window opens, click on the red cancel square to close the window (see Figure 4-7).

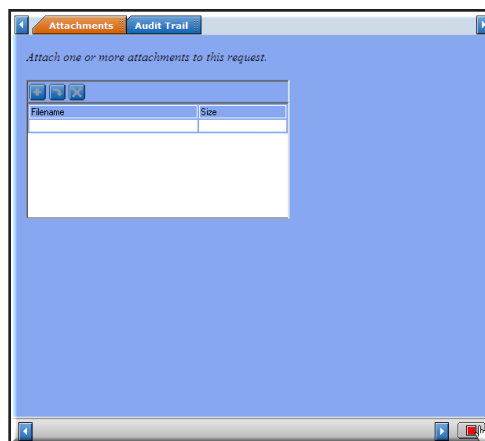


Figure 4-7: Attachment Window that Opens Prior to Sending Payment Request to a New Approver

5. The payment request is sent to the new Approver.

Chapter 5

Final Processing of Payment Requests in ePRES

The final step for payment request processing is managed by Payment Processors in the ePRES system. Processors access the payment request via their To Do List on the Metastorm BPM main page. Processors cannot alter the MRPBS100 or FAS100 forms, however, they have the ability to verify the accuracy of the request, review all attachments required for the payment, deny requests, and submit the request to the Treasury for payment. This chapter provides detailed information about all Processor capabilities in ePRES including:

- Accessing approved MRPBS100 or FAS100 forms
- Denying payment requests
- Submitting the request to the Treasury for payment

5.1 Accessing and Processing Payment Requests in ePRES

1. Once you have logged into Metastorm BPM, click on your To Do List to access the ePRES Treasury Payment request (see Figure 5-1). Refer to Chapter 2 for instructions about logging into Metastorm BPM.

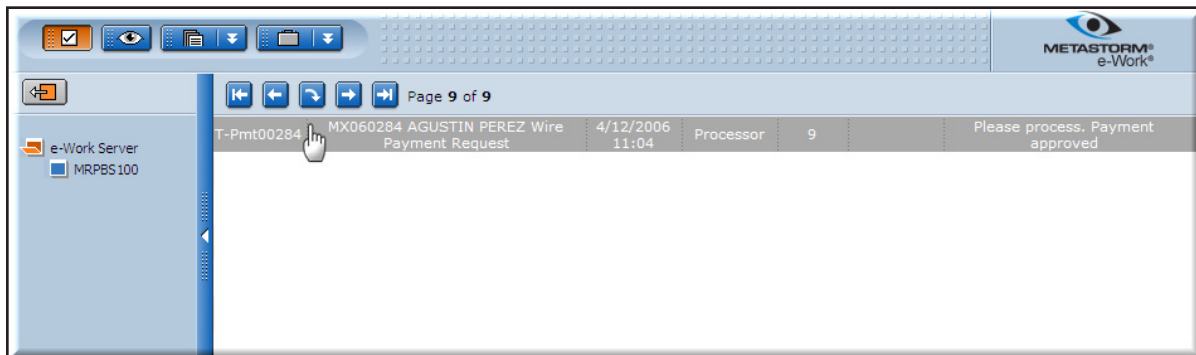


Figure 5-1: Processor To Do List Showing Approved Payment Request

2. Click once on the ePRES Treasury Payment request to open the processing window.

- When the processing window opens, the Comments tab at the top of the window is automatically selected (see Figure 5-2). This allows you to read any comments from the Requestor and Approver.

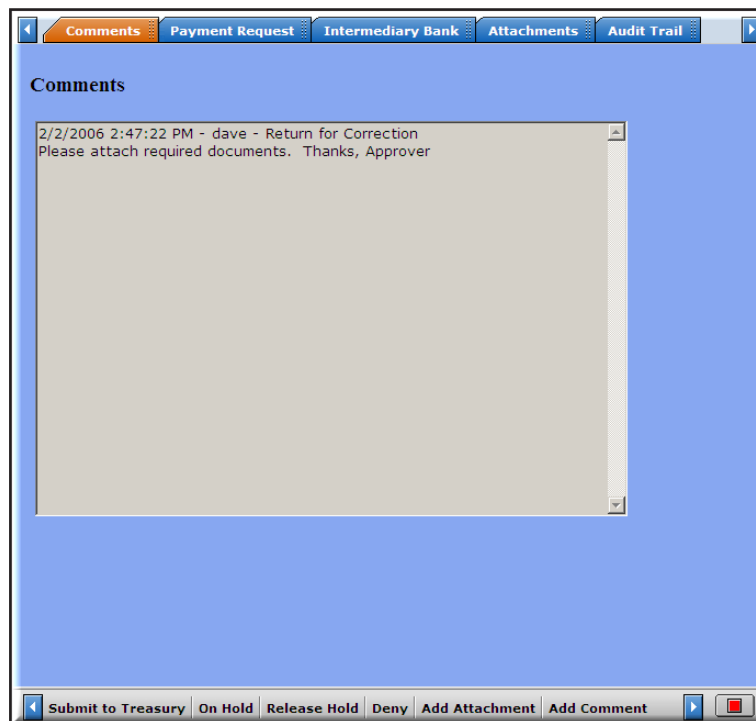


Figure 5-2: Processor Payment Request Processing Window Showing Comments Tab

- Three of the four additional tabs located at the top of the processing window are functional and allow you to view the payment request, view and download any attachments, and view the audit trail associated with the request (see Figure 5-3). The Intermediary Bank tab is currently not a functional tab in ePRES.
- Seven payment request processing options are located at the bottom of the window (see Figure 5-4).

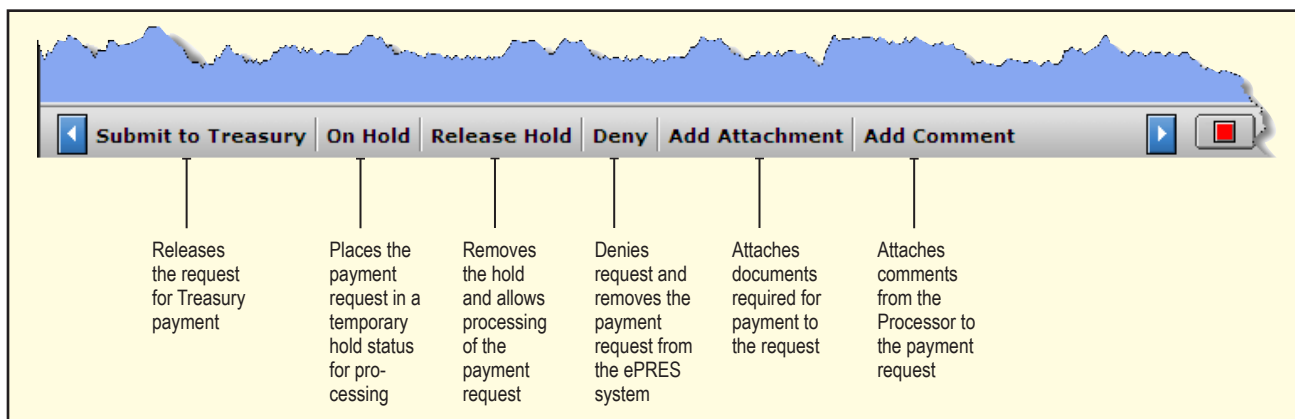


Figure 5-4: Processing Options Located at the Bottom of the Processor Payment Request Processing Window

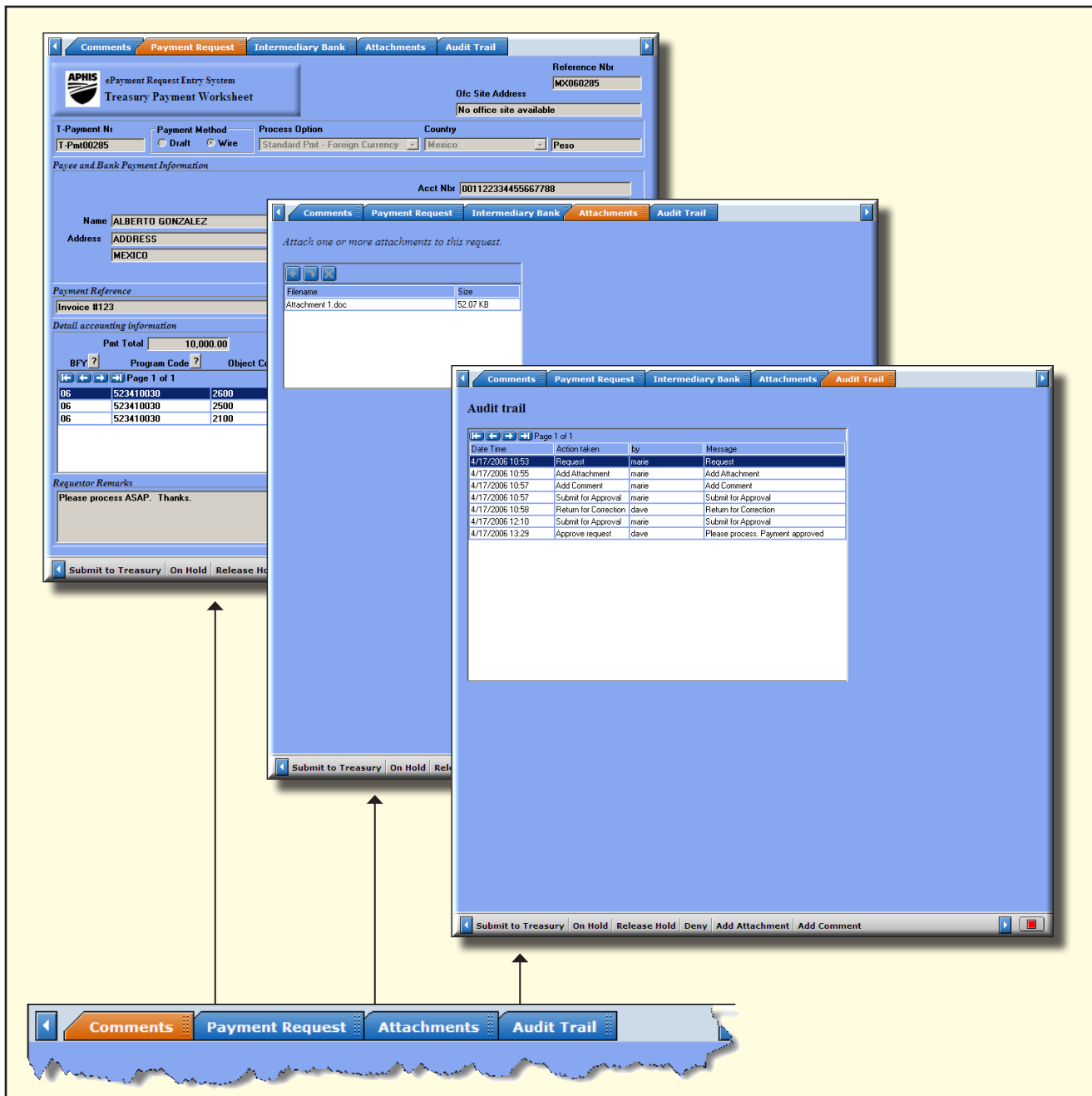



Figure 5-3: Functional Tab Options and Window Views Available to Processors from the Payment Request Processing Window

 Please refer to Sections 3.1.1 and 3.1.2 for information about adding attachments and comments to the payment request.

The following sections provide information about using the Deny, On Hold, Release Hold, and Submit to Treasury processing options.

5.2 Denying Payment Requests

1. If you determine the payment request is invalid and cannot be submitted to the Treasury, click Deny Request (refer to Figure 5-4).
2. When the Comment window opens, add appropriate comments and click the green submit arrow.
3. When you deny a payment request, the ePRES system automatically removes the request from the system and sends an email to the Requestor stating the request has been denied.

5.3 Placing a Payment Request on Hold and Releasing the Hold

1. If you need to suspend the processing status of a payment request, click On Hold (refer to Figure 5-4).
2. When the Comment window opens, add appropriate comments and click the green submit arrow. The payment request is suspended in your To Do List until further processing.
3. To remove the hold placed on the payment request, click Release Hold (refer to Figure 5-4).
4. Once the payment is released, you can complete processing of the payment request.

5.4 Releasing Payment Requests to the Treasury

1. Once you have reviewed the payment request, click Submit to Treasury to release the request for payment (refer to Figure 5-4).
2. After you transmit the payment request file and reconcile the account, the payment request process is complete.

Chapter 6

Managing Payee Information in ePRES

The ePRES system enables all users including Payment Requestors, Payment Approvers, and Payment Processors to easily manage payee address, payee account, and payee bank information. Users can add and update this data via the ePRES Payee Address window. This chapter provides detailed information about:

- Accessing the ePRES Payee Address window
- Adding and editing payee address information
- Adding and editing payee account information
- Adding and editing payee bank information

6.1 Accessing the ePRES Payee Address Window for all Users

Payment Requestors, Approvers, and Processors can access the ePRES Payee Address window using the ePRES Payee Maintenance process under Administration Forms on the Metastorm BPM main page.

To access the ePRES Payee Address window from Administration Forms

1. Log into Metastorm BPM and click on Administration Forms in the toolbar.
2. Click once on ePRES Payee Maintenance (see Figure 6-1).

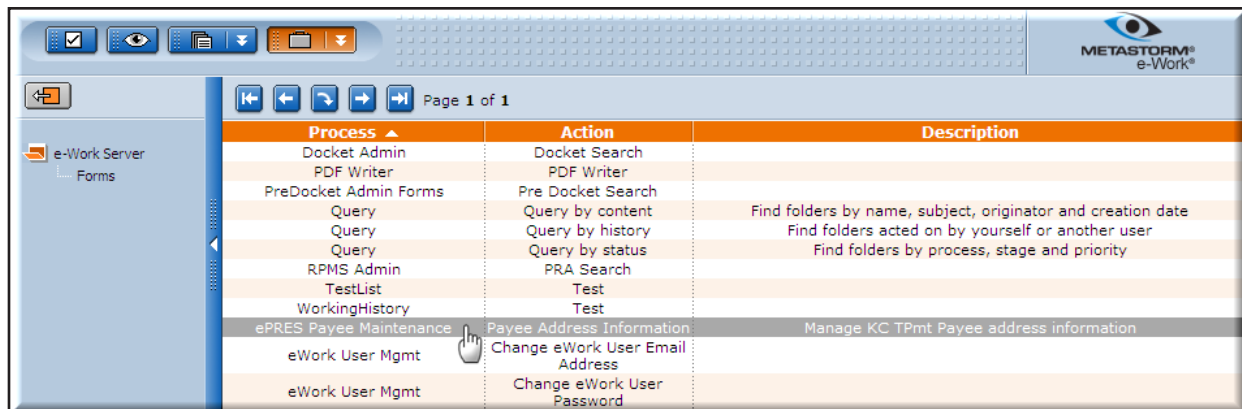


Figure 6-1: Metastorm BPM Administration Forms Showing ePRES Payee Maintenance Process

3. The *ePRES Payee Address* window opens (see Figure 6-2)

Name	Address	Address 2	Country	Office Nr	Contact Name	Phone Nr	Draft Only
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011529555204509	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011529555204509	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5900625	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5900625	N
AQUACDOLER	ADDRESS	SOUTH AFRICA	SF	1	FELICITY DAVIS	27124314000	N

Displays all payees in the database which match the search criteria entered

Page 1 of 1

Name	Address	Address	Country	Office Nr	Contact Name	Phone Nr	Draft Only

Figure 6-2: ePRES Payee Address Window

6.2 Requestor Access to the ePRES Payee Address Window Via the MRPBS100 or FAS100 Form

In addition to using Administration Forms (refer to Section 6.1), Requestors can access the *ePRES Payee Address* window from the *ePRES Treasury Payment Worksheet*.

To access the *ePRES Payee Address* window from the *ePRES Treasury Payment Worksheet*

1. Click on Lookup Payee located at the top of the *ePRES Treasury Payment Worksheet* (see Figure 6-3).

APHS ePayment Request Entry System Treasury Payment Worksheet

Reference Nbr

Ofc Site Address

T-Payment Nr: T-Pmt000264

Payment Method: ☐ Draft ☐ Wire

Process Option: [Dropdown]

Country: [Dropdown]

Payee and Bank Payment Information

Lookup Payee

Name: [Text Box]

Address: [Text Box]

Payment Reference: [Text Box]

Detail accounting information

Pmt Total: 0.00

Calculated Total Amt: 0.00

BFY	Program Code	Object Code	Amount	Description
			0	

Requestor Remarks: [Text Box]

Submitter: marie

Route to Approver: [Dropdown]

Date Prepared: [Text Box]

Figure 6-3: Lookup Payee Option on ePRES Treasury Payment Worksheet

- When the Find Payee page opens, click on Edit Payees (see Figure 6-4).

Name	Address	Address 2	Country
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
ANDRES MORAN	ADDRESS	MEXICO	MX
AQUACOLER	ADDRESS	SOUTH AFRICA	SF
ARBOREA BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARBOREA BUSINESS	ADDRESS	SOUTH AFRICA	SF
ARNULFO CASTRO	ADDRESS	MEXICO	MX
ARNULFO CASTRO	ADDRESS	MEXICO	MX

Figure 6-4: Edit Payees Button on ePRES Find Payee Page

- The ePRES Payee Address window opens (refer to Figure 6-2)

6.3 Working with the ePRES Payee Address Window

Six processing options that are accessed from the ePRES Payee Address window allow users to fully manage payee information including:

- Add and edit Payee Address information
- Add and edit Payee Account information
- Add and edit Payee Bank information

The following sections discuss each payee maintenance processing option in detail.

6.3.1 Adding Payee Address Information

To add payee address information

- Open the ePRES Payee Address window and click once on the Last Name Search/Refresh button to access the Edit and Add options for Payee address information (see Figure 6-5).

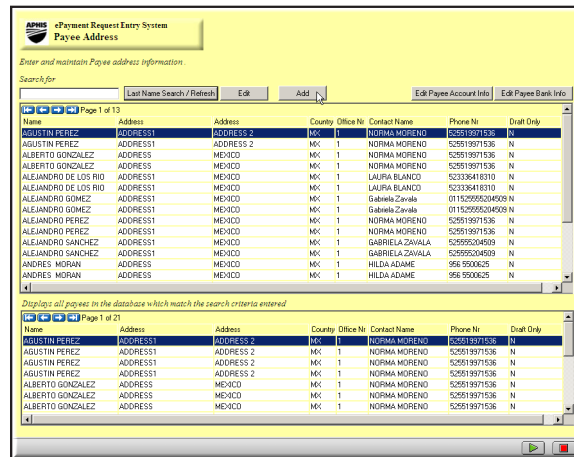


Figure 6-5: ePRES Payee Address Window Showing Edit and Add Processing Options

- Click once on Add to open the *Add Payee Address Record*. Enter the payee name, address, country from the dropdown menu, office number from the dropdown menu, contact name, phone number, and enter “N” in the draft only column (see Figure 6-6).

“N” is the only data that should be entered in the draft only cell.

Name	Address	Address	Country	Office Nr	Contact Name	Phone Nr	Draft Only
ASHLEE ANDERSON	125 SIERRA NEVADA	MEXICO CITY	MX	2	ROBERT MOSES	45-4565122	N

Figure 6-6: ePRES Add Payee Address Record

- Click the green submit arrow located at the bottom of the window to add the new payee information. You can cancel the payee address information and close the *Add Payee Address Record* by clicking on the red square.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the window.

6.3.2 Editing Payee Address Information

To edit payee address information

- Open the *ePRES Payee Address* window, enter the payee’s name in the Search For cell, and click once on the Last Name Search/Refresh button to display the payee’s information (see Figure 6-7).

All payees that match the search criteria will be displayed.

Figure 6-7: ePRES Payee Address Window Displaying Selected Payee Information

- After the payee information is displayed, click once on Edit to open the *ePRES Maintain Payee Address Record* window (see Figure 6-8).


 The *Maintain Payee Address Record* opens behind the *ePRES Payee Address* window. Hold down the <Alt> key and press the <Tab> key to bring the editing window to the front.

Figure 6-8: ePRES Maintain Payee Address Record

- The *Maintain Payee Address Record* is fully editable; locate the payee from the list and make any necessary changes to the address information.

 If you need to delete a payee address record, contact an FMD representative for assistance.

- Click on the green submit arrow located at the bottom of the window to confirm changes to the payee address information. You can cancel the changes you made to the payee address information and close the *ePRES Maintain Payee Address Record* window by clicking on the red square.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the window.

6.3.3 Adding Payee Account Information

To add payee account information

1. Open the *ePRES Payee Address* window and click once on the Edit Payee Account Info button (see Figure 6-9).

Figure 6-9: Edit Payee Account Info Button on the ePRES Payee Address Window

2. When the *ePRES Payee Bank Account Window* opens, click once on the Name Search/Refresh button to access the Edit and Add options for Payee address information (see Figure 6-10).

Figure 6-10: ePRES Payee Bank Account Window Showing Edit and Add Processing Options

3. Click once on Add to open the *ePRES Add Individual Payee Bank Account Record Window* (see Figure 6-11).

Add individual Payee bank account record.

Payee Name

Account Nbr

Select appropriate bank code from table. Press insert button, then press green arrow at bottom of screen.

Page 1 of 4

Bank Name	Address	Bank Code	Branch Code	Bank Code Type
BANAMEX	AV. 6A Y PEDRO CORONADO #5	BNMXXMM	797	SA
BANAMEX	CHAPULTEPEC CALLE	BNMXXMM	4444	SA
BANAMEX	JOHNSON BLVD	BNMXXMM	3697	SA
BANAMEX	LOS MOCHIS	BNMXXMM	320	SA

Bank Code Branch Code Bank Code Type

Insert

Figure 6-11: ePRES Payee Bank Account Record Processing Window

4. Select the payee from the dropdown menu, enter the new account number, and select the appropriate bank from the list. When you select the payee's bank, the cells at the bottom of the window for bank code, branch code, and bank code type automatically pre-fill (see Figure 6-12).

If the payee bank information does not appear in the list, click on the red square to close the account information window and refer to Section 6.3.5 to add new payee bank information. Once the new bank information has been added, you can update the payee account information.

Add individual Payee bank account record.

Payee Name

Account Nbr

Select appropriate bank code from table. Press insert button, then press green arrow at bottom of screen.

Page 1 of 4

Bank Name	Address	Bank Code	Branch Code	Bank Code Type
BANAMEX	AV. 6A Y PEDRO CORONADO #5	BNMXXMM	797	SA
BANAMEX	CHAPULTEPEC CALLE	BNMXXMM	4444	SA
BANAMEX	JOHNSON BLVD	BNMXXMM	3697	SA
BANAMEX	LOS MOCHIS	BNMXXMM	320	SA

Bank Code Branch Code Bank Code Type

Insert

Figure 6-12: ePRES Payee Bank Record Processing Window Showing New Record

5. Click Insert to add the payee account record and click the green submit arrow to close the processing window.

- Click the green submit arrow to close the *ePRES Payee Bank Account Window* and return to the *ePRES Payee Address* window.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm all changes and close the window.

6.3.4 Editing Payee Account Information

To edit payee account information

- Open the *ePRES Payee Address* window and click once on the **Edit Payee Account Info** button (see Figure 6-13).

The screenshot shows the 'ePayment Request Entry System Payee Address' window. It includes a search bar with 'Search for' and a 'Last Name Search / Refresh' button. Below the search bar is a table of payees. The 'Edit Payee Account Info' button is highlighted in the top right corner of the window.

Name	Address	Address	Country	Office No.	Contact Name	Phone No.	Draft Only
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519071536	N
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519071536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519071536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519071536	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525955204909	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525955204909	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519071536	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519071536	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	5255955204909	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	5255955204909	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N

Figure 6-13: Edit Payee Account Info Button on the ePRES Payee Address Window

- When the *ePRES Payee Bank Account* window opens, enter the payee's name in the Search For cell; click once on the Name Search/Refresh button to display the payee's information (see Figure 6-14).

All payees that match the search criteria will be displayed.

The screenshot shows the 'ePayment Request Entry System Payee Bank Account' window. It includes a search bar with 'Search For' and a 'Name Search / Refresh' button. Below the search bar is a table of payees. The 'Edit' button is highlighted in the top right corner of the window.

Name	Account No.	Bank Code	Address	Status	Branch Code	Code Type
ASHLEE ANDERSON	247456089752	BNM-00-0MM	JOHNSON BLVD	A	3637	SA
ASHLEE ANDERSON	247456089752	BNM-00-0MM	JOHNSON BLVD	A	3637	SA

Note: An address record must be entered first in the Payee Address Information form. Once the payee record is entered and not marked as draft payment only, a bank record will be inserted in this grid and available for modification.

Figure 6-14: ePRES Payee Bank Account Window Displaying Selected Payee Information

- After the payee information is displayed, click once on Edit to open the *Select Payee Bank Account Record to Modify* window (see Figure 6-15).

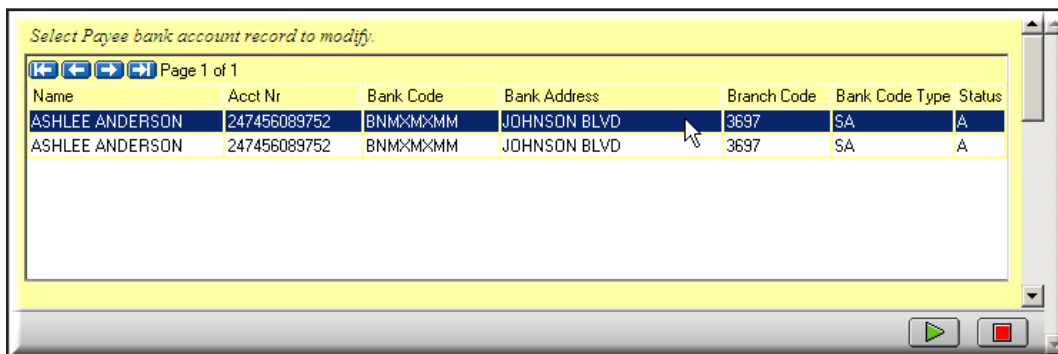


Figure 6-15: ePRES Payee Bank Account Record Modification Window

- Click once on the payee's name to open the expanded account modification window (see Figure 6-16).

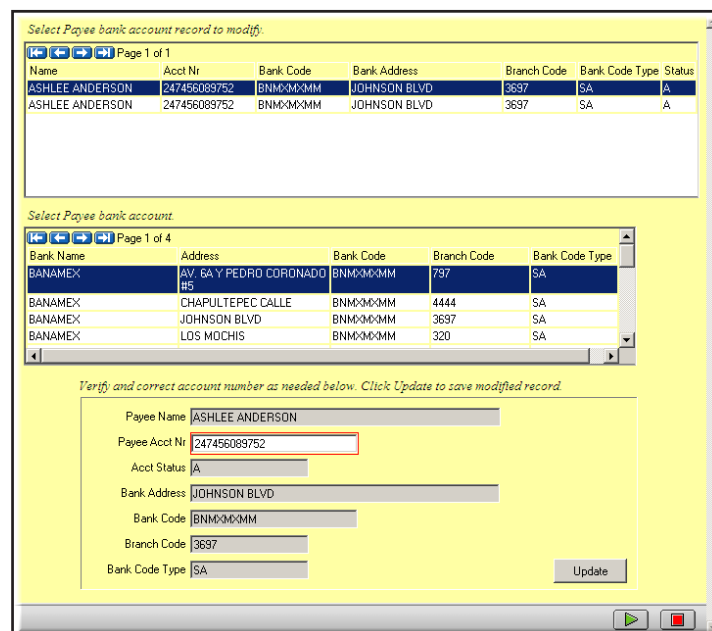


Figure 6-16: Expanded ePRES Payee Bank Account Record Modification Window

- Verify the payee bank account record to be modified is highlighted in the top list. If the payee is not selected, scroll to the appropriate payee and click once on the row to select it.
- Under the *Select Payee bank account* section, locate the payee's new bank information and click once on the row to select it.
- In the final section, verify the payee's information and make any necessary changes to the payee's account number.
- Click once on update to commit the changes to the payee's account information and refresh the account modification window.

9. Verify all changes have been made to the payee's account information and click on the green submit arrow to close the processing window.
10. Click on the green submit arrow to close the *ePRES Payee Bank Account* window and return to the *ePRES Payee Address* window.
11. When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm all changes and close the processing window.

6.3.5 Adding Payee Bank Information

To add payee bank information

1. Open the *ePRES Payee Address* window and click once on the Edit Payee Bank Info button (see Figure 6-17).

The screenshot shows the 'ePayment Request Entry System Payee Address' window. It includes a search bar, a 'Last Name Search / Refresh' button, and two buttons: 'Edit Payee Account Info' and 'Edit Payee Bank Info'. Below these is a table of payees with columns for Name, Address, Country, Office Nr, Contact Name, Phone Nr, and Draft Only. The 'Edit Payee Bank Info' button is highlighted with a mouse cursor.

Name	Address	Address	Country	Office Nr	Contact Name	Phone Nr	Draft Only
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525555204509	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011525555204509	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525519971536	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	956 5500625	N
AQUACOLLER	ADDRESS	SOUTH AFRICA	SF	1	FELICITY DAVIS	27124314000	N

Display all payees in the database which match the search criteria entered

Page 1 of 1

Name	Address	Address	Country	Office Nr	Contact Name	Phone Nr	Draft Only

Figure 6-17: Edit Payee Bank Info Button on the ePRES Payee Address Window

2. When the *ePRES Payee Bank* window opens, click once on the Name Search/Refresh button to access the Edit and Add options for Payee bank information (see Figure 6-18).
3. Click once on Add to open the *Add Payee Bank Information* Window.
4. Enter the bank name, address, country code from dropdown menu, code type from dropdown menu, and branch code information (see Figure 6-19).
5. Click the green submit arrow to add the new payee bank information and close the processing window.

APHIS ePayment Request Entry System Payee Bank

Enter and maintain pertinent payee bank information.

Search For: Bank Name Search / Refresh Edit Add

Page 1 of 4

Bank Name	Address	Address	Country Code	Code Type	Bank Code	Branch Code
BANAMEX	AV. SA Y PEDRO CORONADO #5	MAGALLANES MATAMOROS	MX	SA	BNM000MM	797
BANAMEX	CHAPULTEPEC CALLE	MEXICO CITY	MX	SA	BNM000MM	4444
BANAMEX	JOHNSON BLVD	MEXICO	MX	SA	BNM000MM	3697
BANAMEX	LOS MOCHIS	MEXICO	MX	SA	BNM000MM	320
BANAMEX	MATAMOROS	TAMAULIPAS	MX	SA	BNM000MM	0146
BANAMEX	MATAMOROS	TAMAULIPAS	MX	SA	BNM000MM	893
BANAMEX	MONTERREY	NL, MEXICO	MX	SA	BNM000MM	558
BANAMEX	REYNOSA	TAMAULIPAS	MX	SA	BNM000MM	0935
BANAMEX	TUJUANA	BAJA CALIFORNIA	MX	SA	BNM000MM	0135
BANAMEX	TUJUANA	BC MEXICO	MX	SA	BNM000MM	0774
BANAMEX	TUJUANA CALLE	HERMOSILLO	MX	SA	BNM000MM	6543
BANAMEX	ADDRESS LINE1	MEXICO CITY, D.F.	MX	SA	BNM000MM	4822
BANAMEX	MONTERREY	NL, MEXICO	MX	SA	BNM000MM	0795
BANAMEX	PASEO DE LA REFORMA	CUAHUTEMOC	MX	SA	BNM000MM	4338
BANAMEX	SUC SEC EMBAIADA	PASEO DE LA REFORMA MX	SC	BNM000MM	4338	

Figure 6-18: ePRES Payee Bank Window Showing Edit and Add Processing Options

Add Payee bank information.

Bank Name	Address	Address	Country Code	Code Type	Bank Code	Branch Code
BANK OF MEXICO	1235 SIERRA NEVADA LANE	MEXICO CITY	MX	SA	MXMMMM	2

Figure 6-19: ePRES Add Payee Bank Information Window

- Click the green submit arrow to close the *ePRES Payee Bank* window and return to the *ePRES Payee Address* window.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the processing window.

6.3.6 Editing Payee Bank Information

To edit payee bank information

- Open the *ePRES Payee Address* window and click once on the Edit Payee Bank Info button (see Figure 6-20).
- When the *ePRES Payee Bank* window opens, type the bank's name into the Search For cell and click once on the Bank Name Search/Refresh button to display the bank's information.

All banks that match the search criteria will be displayed.

Name	Address	Address	Country	Office Nr	Contact Name	Phone Nr	Draft Only
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525513971536	N
AGUSTIN PEREZ	ADDRESS1	ADDRESS 2	MX	1	NORMA MORENO	525513971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525513971536	N
ALBERTO GONZALEZ	ADDRESS	MEXICO	MX	1	NORMA MORENO	525513971536	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO DE LOS RIO	ADDRESS1	MEXICO	MX	1	LAURA BLANCO	523336418310	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011529555204509	N
ALEJANDRO GOMEZ	ADDRESS1	MEXICO	MX	1	Gabriela Zavala	011529555204509	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525513971536	N
ALEJANDRO PEREZ	ADDRESS1	MEXICO	MX	1	NORMA MORENO	525513971536	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ALEJANDRO SANCHEZ	ADDRESS1	MEXICO	MX	1	GABRIELA ZAVALA	525555204509	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	966 5500625	N
ANDRES MORAN	ADDRESS	MEXICO	MX	1	HILDA ADAME	966 5500625	N

Figure 6-20: Edit Payee Bank Info Button on the ePRES Payee Address Window

- After the bank information is displayed, click once on Edit to open the *Edit Payee Bank information* window (see Figure 6-21).

Bank Name	Address	Address	Country Code	Code Type	Bank Code	Branch Code
BANK OF MEXICO	123 SAN PEDRO LANE	MEXICO CITY	MX	SA	BNBMXXXMM	7866
BANK OF MEXICO	1235 SIERRA NEVADA LANE	MEXICO CITY	MX	SA	MXXXXXMM	2

Figure 6-21: ePRES Edit Payee Bank Information Window

The Edit Payee bank information window opens behind the ePRES Payee bank window. Hold down the <Alt> key and press the <Tab> key to bring the editing window to the front.

- The Edit Payee bank information window is fully editable; simply click inside a cell to make any necessary corrections.

To delete bank information, contact an FMD representative for assistance.

- Once you have made corrections to the bank information, click on the green submit arrow to commit the changes and close the processing window.
- Click on the green submit arrow to close the *ePRES Payee Bank* window and return to the ePRES Payee Address window.
- When you return to the *ePRES Payee Address* window, click the green submit arrow to confirm any changes and close the processing window.

Appendix A

The following tables provide information about acceptable and illegal characters for transaction data entry.

Table I. Acceptable characters for payment request transaction data.

Character Type	Character Example	Rules for Use
Numerical Digits	0, 1, 2, 3, 4, 5, 6, 7, 8, 9	
Capital Letters	A through Z	
Lower Case Letters	a through z	
Blank space		
Apostrophe	'	
Comma	,	
Hyphen	-	Cannot be used as the first character of a line or field of data
Parentheses	()	
Period	.	
Plus Sign	+	
Question Mark	?	
Forward Slash	/	
Pound Sign	#	Can only be used with a bank ID code in an account field

Table II. Illegal characters for payment request transaction data.

Illegal Character Type	Illegal Character Example
Symbols	@, \$, %, ^, &, *, ~, <, >
Exclamation Point	!
Quotation Marks	“ ”
Colon	:
Semicolon	;
Sequence of Characters	AMI, LLLL, MAC, MMMM, NNNN, QTA, VVVV, YZYZ, ZCZC
String of Periods